

**PROCEDURES OF
DISTRICT 68 - 1992-1993
Revision Fall - 2016**

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District Director: Tina Guillot, DTM 2016 - 2017

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This document was revised and otherwise improved upon under the administration of District Governor Frances Morrison, DTM (2008 – 2009) through the review and recommendations of the 2008 – 2009 DEC committee.

This document was revised and updated by Immediate Past District Governor Phil Varona (2014 – 2015) and the Past District Governor's Committee.

This document was revised and updated by the 2016-2017 District Director (Tina Guillot, DTM), approved by the Past District Governor's/Director's Committee, approved by the DEC, and approved by the District Council.

PREAMBLE

The following Procedures Manual is designed to provide a structure for the continuing efficient operation of District 68. These Procedures should be reviewed annually by the Past District Governor/Director Committee to ensure District 68 continues to meet the needs of the most important person in our organization - The Individual Toastmaster. If Toastmasters International changes bylaws, policies, and/or procedures that cause the procedures in this document to be in conflict, the item(s) contained within this document will become null and void, as Toastmasters International bylaws, policies, and procedures will always be the defining voice for District 68.

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PROCEDURES OF DISTRICT 68

I. STATURE, PURPOSE, ADOPTION AND REVISION OF POLICIES

Official Procedures of District 68, as adopted from time to time by the District Council, are set forth in this document. These procedures supplement and cannot conflict with the Administrative Bylaws and policies of Toastmasters International. They may be adopted and revised at any time by majority vote of the District Council upon recommendation of the District Executive Committee. It is the understanding that they will remain in effect from year to year unless modified in whole or in part, by action of the District Council.

II. BOUNDARIES OF DISTRICT AND SUBDIVISIONS

The District boundaries are set forth in Article V of the District Administrative Bylaws (Rev. 2-21-03) and District Leadership Handbook (Page 18) and may not be changed without approval of the Board of Directors of Toastmasters International.

The Divisions' and Areas' boundaries (District Leadership Handbook Page 18) are approved by the District Council each year at the Spring Conference to become effective July 1. A division must have three or more areas. A Division of six or more areas may be further divided, if deemed advisable, to improve administration.

Area club assignment and reassignment will be the responsibility of the District Executive Committee (District Administrative By-Laws (Rev. 2-21-03 - Article VI)) and (District Leadership Handbook Pages 13-15) as approved by the District Council (District Leadership Handbook Pages 18-20). An area must consist of four to six clubs, preferably contiguous. ** An Area may have three clubs if an on-going effort to build the fourth club is evident. An Area will never have only two (2) clubs.

III. DISTRICT, DIVISION, AND AREA ORGANIZATION

As outlined in the District Leadership Handbook, the Senior District Officers will be District Director, Program Quality Director, and Club Growth Director. The District Director shall appoint the Area Directors, District Administration Manager, District Finance Manager, District Public Relations Manager, and District Committee Chairs.

A. DISTRICT COUNCIL

The District Director, Program Quality Director, Club Growth Director, District Public Relations Manager, all Division Directors, all Area Directors, Immediate Past District Director, District Administration Manager, District Finance Manager, all Club Presidents and all Vice Presidents Education shall constitute the District Council.

B. DISTRICT CABINET

The District Director, Program Quality Director, Club Growth Director, District Public Relations Manager, Immediate Past District Director, District Administration Manager, and District Finance Manager shall constitute the District Cabinet.

C. DIVISION OFFICERS AND COUNCIL

1. Where feasible the divisions shall be organized on a mini-district basis, with the Division Directors in charge of all division activities and the executive district officers providing educational and administrative support.
2. Within 30 days after election, the Division Director-Elect may appoint assistant Division Directors that shall constitute the Division Executive Committee.
3. The Division Executive Committee, together with the Division Area Directors, shall constitute the Division Council, which shall meet periodically at the call of the Division Director to set division goals and to plan and implement division activities.
4. The Division Directors shall encourage attendance at Toastmasters Leadership Institute (TLI) or training sessions for all club officers prior to August 31 and February 28. Division Directors may also conduct follow-up training for Area Directors and club officers who are not able to attend District sponsored training; however, in order for the club officers to earn credit toward the Distinguished Club Program, they are expected to attend the District-sponsored training unless there are extenuating circumstances. Any arrangement otherwise should be approved by the Program Quality Director and/or the District Director and must fit within the timeline noted above as dictated by Toastmasters International.

D. AREA OFFICERS AND COUNCIL

The Area Directors may appoint Assistant Area Directors to assist in area administration. The Area Director shall serve as Chair of the Area Council, consisting of the area officers and committee chairs, and the presidents and Vice Presidents Education of area clubs. The council shall meet once a month or at the call of the Area Director to plan an implementation of activities, to consider the condition of clubs, and assist in corrective action where indicated.

E. DISTRICT PRISON CLUB LIAISON

The District Director shall appoint a District Prison Club Liaison (PCL) who shall serve as the primary coordinator for correspondence to our District's Prison clubs. Toastmasters International will only allow for the appointment of one liaison per club. The District PCL will oversee the Prison Club Committee and members of that committee will report to the PCL. The PCL is an honorary DEC position with no voting privileges.

F. SERVING MORE THAN ONE TERM IN A DISTRICT LEVEL OFFICE

The District Director, Program Quality Director and the Club Growth Director, may NOT serve consecutive terms. Division Directors may be re-elected to succeed themselves for one term and any other elected or appointed member of the District Council – Area Director, Public Relations Manager, District Administration Manager, District Finance Manager - may be re-elected or appointed to same position for one succeeding term only by the incoming District Director. (V11 (b) and (c) District Administrative By-Laws).

IV. CALENDARS OF EVENTS

The District Director, the Division Directors, and the Area Directors shall prepare in advance and distribute a calendar of events and important deadlines under their respective jurisdictions.

V. FINANCES - REIMBURSEMENTS FOR EXPENSES

A. INCOME

All district income shall be received from Toastmasters International in accordance with its rules and regulations. Neither the District nor any of its

divisions, areas, or clubs shall assess or otherwise charge any Toastmaster any amount other than to cover costs of activities, with override necessary to make such activities self-supporting.

B. ADMINISTRATIVE EXPENSES

1. District and Division Expenses:

Reimbursement for expenses incurred in district and division activities shall be made only in accordance with the district budget and as funds are deemed available by the District Director and District Finance Manager.

2. Release of Funds to District Director-Elect:

The District Director and District Finance Manager shall release to the District Director-Elect, prior to the latter's assumption of office on July 1, funds sufficient for the latter to prepare for their administration. The amount released shall depend on availability of funds. Such initial expenditures, if approved by the Executive Committee at its summer meeting, shall be included in the new budget.

3. Budget Review:

The District Finance Manager shall issue to the District Director quarterly financial reports with recommendations as to revisions of the budget, where indicated.

C. TRAVEL EXPENSE REIMBURSEMENT

1. Executive Committee and Cabinet:

The members of the District Executive Committee may be reimbursed **for the most economical method of travel** to all DISTRICT functions at which their presence is required and approved by the District Director, provided the total round-trip mileage is greater than 250 miles. This shall include all District Executive Committee meetings and Cabinet meetings. Reimbursement for travel to speech contests shall only be made to the Division and Area Directors, and the top four district

officers, as funds are available and approved by the District Director. Wherever practical, duplication of attendance of Cabinet should be avoided. At no time, are expenses incurred for District Conference attendance (Fall and Spring) reimbursed to ANYONE.

2. Travel Reimbursement Rate:

Reimbursement shall be made at the current business standard mileage rate, per Policy 8.3 ("District Leader Expenses"), Section 3B and shall only be made for the Executive Committee member driving. Car-pooling is encouraged when possible.

3. Travel to District Trio Training:

The District Director, Program Quality Director, and the Club Growth Director will be reimbursed for the hotel accommodations, including applicable taxes, for the days of the training sessions, provided funds are available and included in the District Budget.

4. Travel to International Convention:

The District Director, Program Quality Director, and Club Growth Director and Immediate Past District Director may be reimbursed for expenses associated with attending the International Convention (including the registration fee), provided the following two conditions are met:

- a. Reimbursements are in accordance with Policy 8.3, Section 2 ("District Leader Expenses Paid by Districts.")
- b. Funds are available and included in the District Budget.

D. CLUB OFFICER EXPENSES

NONE PAID. No travel funds may be paid by the district to the club Presidents and Vice Presidents Education or their representatives to attend the District Council meetings.

E. DISTRICT CONFERENCE FINANCIAL REPORTS

The District Conference Chair at the Fall and Spring District Conferences shall, within 45 days following the conclusion of the meetings, submit a written report of the collections and disbursements of funds at such a meeting. The report must be submitted to the District Director and copies distributed at the next District Council meeting. The report shall give the use of any net proceeds collected over the disbursements. The net proceeds from the conferences shall be deposited in the District Treasury.

VI. HONORS AND AWARDS

A. AWARD RULES

The rules for all the district awards and honors shall be as set forth in the District 68 Awards and Recognition Guidelines. The administration of the district awards programs shall be the responsibility of the Immediate Past District Director with all District Awards being decided by the previous year's District Trio (Immediate Past District Director's final decision breaks any and all ties where applicable). All decisions should be made in accordance with the award guidelines/criteria.

B. INDIVIDUAL PERFORMANCE AWARDS

The district shall honor individual Toastmasters on the basis of outstanding performance at various levels of the district organization. The following individual District awards are instituted:

1. District 68 Toastmaster of the Year Award:

This award is based upon the achievements as outlined on the nomination form provided by Toastmasters International.

Any member in good standing is eligible to compete for the "Toastmaster of the Year" award. The more a Toastmaster participates in Toastmasters activities, the more that member will improve in communication and leadership skills. The record for the year will indicate the personal commitment to the Toastmasters International goal of self-improvement of its members in the skills of communication and leadership.

The selection of the District Toastmaster of the year will be made by the District 68 Cabinet with the Immediate Past District Director serving as the Chairman. Up to Ten Finalists may be selected on the basis of the total documented credits as derived from the Toastmaster of the Year Checklist. From this pool of finalists one winner will be selected.

- a. The time during which credits can be accrued shall be during the district year (July 1 through June 30) prior to the Fall Conference.
- b. Each member entering competition shall be responsible for proper documentation for credits submitted.
- c. No District Officer or Area Director serving a full term shall be eligible for this award, during tenure in office.
- d. E. No individual Toastmaster may receive this award more than once.

2. District 68 Division Director of the Year:

This award is based upon the achievements of the Division Director as outlined on the nomination form provided by Toastmasters International.

- a. The selection of the outstanding Division Director of the Year (DVDOY) shall be made by the District 68 Cabinet with the Immediate Past District Director serving as the Chairman. Five Finalists may be selected on the basis of the total documented credits as derived from the Division Director of the Year Checklist. From this pool of finalists one winner will be selected.
- b. "Other Activities" should include: Status of division at the beginning of term; Problem areas; Efforts to improve problem areas and results obtained. Special programs initiated during your term of office; and status of division at end of term. This information should be explained in detail on a separate sheet and attached to the completed form.

- c. The time during which credits can be accrued shall be during the district year (July 1 through June 30) prior to the Fall Conference. Each Division Leader shall be responsible for proper documentation for credits submitted.
 - d. All selection forms must reach the Immediate Past District Director before July 31.
 - e. The outstanding Division Director of the Year award shall be presented at the Fall Conference following the term of office.
3. District 68 Area Director of the Year:

This award is based upon the achievements of the Area Director as outlined on the nomination form provided by Toastmasters International. These awards shall be given at the District 68 Fall Conference and are based upon achievement for the preceding year, July 1 through June 30. Funds for purchasing the awards shall be included in the budget for the Fall Conference at which the awards will be presented.

- a. The selection of the outstanding Area Director of the Year (ADOY) shall be made by the District 68 Cabinet with the Immediate Past District Governor serving as the Chairman. Five Finalists may be selected on the basis of the total documented credits as derived from the Area Director of the Year Checklist. From this pool of finalists one winner will be selected.
- b. "Other Activities" should include: Status of area at beginning of term; Problem areas; Efforts to improve problem areas and results obtained; Special programs initiated during term of office; and Status of area at end of term. This information should be explained in detail on a separate sheet and attached to the completed form. October 9, 1 993 - Revised September 6, 2008
- c. The time during which credits can be accrued shall be during the district year (July 1 through June 30) prior to the Fall Conference. Each Area Director shall be responsible for proper documentation for credits submitted.

- d. All selection forms must reach the Immediate Past District Director before July 31.
 - e. The outstanding Area Director of the Year award shall be presented at the Fall Conference following the term of office.
4. District 68 DEC Member of the Year

The District Director has the option of awarding a DEC Member of the Year. This is awarded to a DEC Member who has gone above and beyond their responsibilities to help the District succeed. This award may not go to an Area or Division Director.

C. DISTRICT 68 CLUB NEWSLETTER EDITOR AWARDS

The Public Relations Manager will be the Chairperson for the Club Bulletin Award. The district will honor Club Newsletter Editors with first and second place awards presented at the D68 Spring Conference as judged from three different issues of club newsletters published between July 1 and April 30 of a district year. The judging will be on a basis comparable to the Toastmaster International Club Newsletter recognition.

D. OTHER AWARDS

The district, division, area and club officers may initiate special non-recurring awards at their level of the district organization as deemed advisable, in order to develop higher standards of excellence. The responsibility and expense to administer the award shall reside with the district, division, area or club establishing the award.

VII. RECOMMENDATIONS FOR DISTRICT, DIVISION AND AREA OFFICERS

Prior to the Spring Conference, in each Area, the out-going Area Director/Area Council should recommend to the District Nominating Committee someone qualified for appointment as Area Director. The area council, or members thereof, may also make suggestions to the District Nominating Committee for various district and division elective officers.

VIII. DISTRICT CONTESTS

A. CONTEST ADMINISTRATION

1. Contest Chair:

The Program Quality Director will be the responsible officer for the contests. The Division Director shall be the responsible officer for semi-final or division level contests. The Division Directors will be responsible for the selection of contest officials of their division contests.

2. Rules:

The contest rules, organization, and award policies will be as outlined in the Toastmasters International Speech-Contest Manual and District Leadership Handbook. The District Conference Contests are limited to members that are selected at the club, area, and division levels of competition. The names of those contestants should be submitted to the appropriate Contest Chair at least one week prior to the contest date.

As suggested in the Speech Contest Rules, District 68 may where practical, allow two contestants in each contest to advance from Club to Area in areas with 4 or fewer clubs. District 68 may where practical, allow two contestants to advance from Area to Division in divisions with 4 or fewer areas. District 68 may where practical, allow two contestants to advance from Division to District in divisions with 4 or fewer Divisions. This must be announced throughout the district prior to the contest cycle, i.e., before club contests commence.

3. Trophies and Certificates:

District level final competition shall include semi-final or division contest winners. The District shall provide certificates of participation at the area, division and district levels to all contestants. Finalist trophies or plaques shall be provided by the District and awarded to the contest winners of the area, division, and district. First place and runner-up trophies or plaques shall be provided by the District and awarded to the contest winners of the area, division, and district.

B. FALL CONTEST

During the Fall, the district shall conduct Humorous Speech and Table Topics Contests at the club, area, division, and district levels. The district level contests shall be held at the Fall Conference.

C. SPRING CONTEST

During the Spring, the district shall conduct the International Speech Contest and an Evaluation Contest at the club, area, division, and district levels. The district level contests shall be held at the Spring Conference.

IX. DISTRICT CONFERENCE SITES

A. FALL CONFERENCE

The site of the Fall Conference shall be rotated among the divisions and shall be chosen and approved by the District Council two years in advance at its Spring meeting.

B. SPRING

The site of the Spring Conference shall be rotated among the divisions and shall be chosen and approved by the District Council two years in advance at its Spring meeting.

X. PRESERVATION OF RECORDS

Only the following district records shall be preserved permanently by the District Administration Managers. All other items accumulated by the District Director, District Administration Manager and District Finance Manager may be disposed of after one year.

- Books of minutes of district council and executive committee meetings, including Past District Governor Audit Committee reports and all committee reports adopted.
- File of district newsletters.
- Annual reports of audit committee.
- June 30 Financial Statements.
- June 30 District Performance Reports.

- Official copy of District Constitution and Bylaws, including amendments adopted and reprints, and copy of transmittal letter to Toastmasters International regarding any changes for Board of Directors approval and correspondence from Toastmasters International.

XI. NEW BUSINESS - DISTRICT COUNCIL

New business must be submitted to the District Director at least forty-five (45) days prior to the Executive Committee Meeting. New business that has not first been considered by the Executive Committee, will not be considered by the District Council except by a two-third (2/3) vote of the Council members present to amend the agenda.